

Preparing Your Resume

It is important to prepare a well written resume in order for us to better understand your qualifications. Unlike your job application which provides simple factual information, your resume should give us a better picture of who you are. The City of Morgan Hill values creative, hardworking employees who enjoy the challenges of serving our community. Tell us what makes you the best qualified applicant!

Here are some suggestions to help you understand what we expect to see in your resume.

General Information:

- Only include essential identifying information. Be sure to include your name and how we can contact you, such as residence address, phone number and email address. DO NOT include your gender, race, date of birth, age, family status, personal identification numbers, etc. Do not include a photo of yourself with your resume.
- It is not necessary to include personal references with your resume.
- Your resume is a reflection of you. While it should tell us more about you than your application, it is important that your resume be concise and not excessively long. It's a little thing, but be sure to check your spelling and grammar.
- Resumes submitted on-line or via email should be submitted in Microsoft Word or PDF format to make it easy for use to download and use.

Objective:

- Provide a brief statement about your objective in applying for a position with Morgan Hill. It may be as simple as finding a stable source of income, or it could be to tell us how employment with us fits into your overall career goals.

Personal Interests:

- You may wish to include personal interests, skills, and talents that may be useful in the position for which you are applying.
- Include memberships in community, professional, or job related organizations.

Educational & Training Background:

- Your resume should accurately reflect your academic achievements and accomplishments.
- Show all post-secondary institutions, dates attended, and degrees conferred. Do not show elementary or secondary schooling.
- Indicate your major course of study and any special job related knowledge, expertise, or skills you acquired as part of your education.
- List other significant job related training you received as well as any job related licenses and certificates you obtained.

Work Experience:

- List all employment for the last 10 years, beginning with the most recent.
- For each employer, indicate your tenure, position, basic duties, and special assignments. We want to know what job related skills and abilities you have acquired. We also want to know important details about specific accomplishments and how they benefited your employer.
- List the reason for any period of unemployment greater than three months between jobs.
- We look closely at work experience, so the information you provide here is very important to us.